



**OFFICE OF THE
TOWN ADMINISTRATOR**

30 Providence Road

Grafton, MA 01519

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Evan Brassard

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Job Posting
Department Assistant

The Town of Grafton is accepting applications for the full-time position of Department Assistant under the general supervision of the Principal Assessor. The Department Assistant is responsible for complex administrative work for the Assessor's Department and using technical judgement and knowledge to assist the Board of Assessors and members of the Department.

Responsibilities include but are not limited to: maintaining and managing the department budget, purchasing supplies, utilizing the Registry of Deeds to find and interpret deeds, entering data into the Assessors database and making updates when necessary, providing customer service via phone, walk-ins, and email. Qualifications for this position include a high school diploma and 1 to 3 years of related experience, or a combination of municipal government experience and education. This is a 35 hour per week position with a salary range of \$21.28 to \$25.67 per hour.

The successful applicant must be able to work independently to ensure that time sensitive projects are completed. Knowledge of the Microsoft Office suite, as well as knowledge of Town government operations are required. Must have the ability to plan and prioritize work while multitasking. Strong record keeping skills are crucial in this position.

Interested applicants should send a resume and cover letter to: Town Administrator's Office, 30 Providence Road, Grafton, MA 01519 or by email to Christa Marot at: hr@graffton-ma.gov.

The Town of Grafton is an Equal Opportunity Employer.